

PANJAB UNIVERSITY, CHANDIGARH

Summary of the meeting of the Chairpersons/ Directors/Coordinators of all Teaching Departments/ Centres/Institutes, Deans and officers of the Panjab University, held on 28.05.2018 at 03.00 p.m. in the Senate Hall, Panjab University, Chandigarh.

AGENDA:

1. Information regarding advertisement of 27 posts of Assistant Professors for various departments, with Roaster.
2. Time Schedule of admissions of various teaching departments for the session 2018-2019.
3. Information regarding release of Handbook of Information for the session 2018-2019.
4. Appeal to Heads of Teaching Departments/Branches to submit Annual Report (w.e.f. 1st July 2017 to 30th June 2018).
5. Appeal to all faculty members/ officers to update their C.V. on website by 30th June, 2018.
6. Directions regarding the functioning of Chairpersons/ Directors/ Coordinators of Departments/ PU Regional Centres during vacations.
7. Any other item with the permission of the Chair.

PRESENT:

1. Vice Chancellor ... (In Chair)
2. Dean of University Instruction
3. Chairpersons/Directors/Coordinators/Deans and Administrative Officers (attendance attached).

Professor Arun K. Grover, Vice Chancellor welcomed all the members. Before taking up the agenda of the meeting, he congratulated Professor Shankarji Jha, Dean of University Instruction for a cash Award of Rs. 51000/-, conferred by Chandigarh Sahitya Academy in recognition of his outstanding contributions to Sanskrit Language and Literature.

Item No. 1: Information regarding advertisement of 27 posts of Assistant Professors for various departments, with Roaster.

The Vice Chancellor apprised that the University has to advertise 27 posts of Assistant Professors for which the permission had already been obtained. These 27 positions were in lieu of the faculty who superannuated after attaining the age of 65 between 2013 to 2016. During the last one and half years several more faculty members have crossed the age of 65 years but to fill these positions necessary sanction would be sought. The template for recruitment of these positions has been approved by the Syndicate and the department wise roaster will be prepared and circulated amongst all the departments by the office of the DUI.

If any position is found missing, the same be added on. Vice Chancellor stated that various departments which have been regulated by some external regulatory body like University Institute Pharmaceutical Sciences, and Dr. H.S. Judge Institute of Dental Sciences and Hospital, are required to have certain number of teaching positions to run the courses. Such departments are advised to articulate with reasons so that MHRD may be requested to give sanction to fill the vacant teaching positions to adhere to the norms of the regulatory bodies. The information be sent before 30th of June, so that in the first week of July a plea to the Central Government may be made to grant sanction. The Vice Chancellor assured that in case of urgency, he may personally visit the MHRD to take up the issue.

The Secretary, PUTA invited the attention of the Vice Chancellor towards the Report of 7th Pay Commission. The Vice Chancellor apprised that there was a pressure from the Central Government, who were seeking status report on the filling-up of the said 27 positions. He emphasized the need to give 45 days' time to submit the application which will help in recruiting quality faculty before the end of current financial year.

Item No. 2 : Time Schedule of admissions of various teaching departments for the Session 2018-2019.

The Vice Chancellor apprised the members of the Admission Schedule for admissions for the session 2018-2019. He suggested that for any enquiry regarding Admission Schedule, the DUI's Office may be contacted any time. He stated that advertisement regarding admission for various Teaching Departments (Session 2018-2019) will be published on 1st June, 2018 in leading Newspapers and the same would be put up on the Panjab University Website (as running slide), to facilitate the candidates.

- The last date for receiving the Online Admission Form will be 7th July, 2018.
- The Tentative and Provisional Merit list will be put up on the Panjab University Web Portal on 16th and 18th July, 2018 respectively.
- Normal Admission Counseling will be held w.e.f. 20th July to 28th July, 2018 without late fees.
- Late Admission to be allowed by the Chairperson with late fee of Rs.650/- w.e.f. 30th July to 13th August, 2018.
- Late Admission to be allowed by the Vice Chancellor with late fee of Rs.2250/- w.e.f. 14th to 31st August, 2018.

Professor Upinder Sawhney stated that she had earlier requested the DUI's office that undergraduate admissions of Hons. School may not be postponed or delayed like last year due to non-declaration of Graduate results in time and the Department of Economics be allowed to hold Undergraduate and Postgraduate admissions separately. The Controller of

Examinations assured that the results of Undergraduate classes would be declared well in time i.e. in the end of June, 2018.

The Vice Chancellor apprised that as per decision of the Senate, there is no change in the late admission fee; it would remain the same as it was in the last year.

Item No. 2 (a) : Vehicle Free Zone on PU Campus:

The Vice Chancellor asked the Registrar Col. G.S. Chadha (Retd.) to apprise the members about the Vehicle Free Zone on PU Campus.

The Registrar informed that the Syndicate approved to create a vehicle free Academic Zone last year. Accordingly to implement the said scheme, attempts were being made in Sector 14 Campus by deploying seven wicket Gates in the first phase. Narrating the details of the scheme he apprised that in Sector 14 Campus as we enter from the PGI Gate, on the first right turn towards Gandhi Bhawan, there would be a wicket Gate, which will prevent entry of vehicles without valid stickers. Secondly, up to the Vice Chancellor's office round about towards the UICET, vehicles would be allowed to come up till Vice Chancellor's Secretariat as well up to Administrative Block and again from the Canteen of Physics Department, there would be another wicket Gate which will prevent vehicles to go inside. The next wicket Gate would be near the Ankur School towards to prevent entry inside Academic Zone. Certain vehicles of faculty members with proper stickers who otherwise are not able to come on cycles or on other vehicles would be allowed on request basis.

He stated that to make all Gates to be manned it would be required to have more Security Personnels. The problem is that it was not possible for the University to induct required Security Guards for the past one year. He emphasized to use the services of existing Security Guards deployed in the teaching departments. He appealed the Chairpersons to spare their security guards for 3-4 hours on rotation basis to be put on duty by the Chief of University Security to implement the policy and for manning the wicket Gates. Cadets of NCC and NSS Volunteers along with Teachers' Volunteers will also assist the Security Staff for the purpose. Once the whole thing is in place, then a public notice would be put to implement the policy with effect from the new academic session.

While giving reply to a query regarding parking places, the Registrar apprised that huge parking place has been created at Gate No.1 but that was unfortunately being used by the people who were visiting PGI to save their parking charges. Similarly, the parking had been made near Gate No.2. He urged the Students, Teaching and Non-Teaching staff to make use of Cycles as well as E-Rickshaws within the Campus. He stated that young faculty

members and staff must come on cycles; it would be beneficial for their health as well as for the environment of the University. On the request of Secretary, PUTA, the Registrar agreed to permit teaching and non-teaching staff as well as students to park their vehicles in their respective departments with valid stickers.

Item No. 3: Information regarding release of Handbook of Information for the session 2018-2019.

Professor Shankarji Jha, Dean of University Instruction apprised the Chairpersons that the Handbook of Information for the session 2018-2019 was under print and would be released in time, i.e., May 30th or 31st, 2018.

Professor Upinder Sawhney, Chairperson, Department of Economics requested to permit UG and PG admissions of the Department of Economics separately as the admissions got delayed due to late declaration of results of Graduate classes. However, Controller of Examinations assured that all the Graduate results would be declared on time that is in the end of June, 2018.

Professor Sukhwinder Singh, Director, Computer Centre expressed his concern that there should be an advertisement in the newspapers along with the schedule prior to conduct of Entrance Tests giving details of the courses offered on the bases of entrance test, departmental tests, aptitude test or based on qualifying marks, and the mode of admission i.e. online or direct like PG Certificate/Diploma Courses, etc. enabling the students to apply on time. The Controller of Examinations apprised that the said information exists in the Prospectuses for various Entrance Tests uploaded on PU Website. The Director, Computer Centre suggested that from the next session possibility be explored to make some advertisement uploading on PU Website for dissemination of schedule of holding of various Entrance Tests to the general public in advance enabling the maximum students to apply for the same.

Professor J.K. Goswamy, Secretary, PUTA suggested that some mechanism be made on line vide which the process for online admissions along with Entrance Tests be started from January onwards. He suggested to follow some techniques which were being followed by Private Institutes in this regard also.

The Vice Chancellor desired that the Honorary Director, Human Resource Development Centre may convene one-day Workshop to share and disseminating about the process of online admissions, Entrance Tests as well as direct admissions, etc. followed by Lunch or Dinner in the week end where the Director Computer Centre may invite Directors of Computer Centres, Deans of the Admissions of all neighbouring University. It was also

suggested to take initiative for giving Radio promo in the last week to communicate the last date of Examinations to the general public also.

Further, Professor Ranbir Singh, Chairperson, Department-cum-National Centre for Human Genome Studies and Research suggested that the University should explore the possibility to start CET Entrance Tests at least at four centres of the country to facilitate the students, who are physically unable to come to Chandigarh to appear in the said tests. Welcoming the idea, the Vice Chancellor assigned this responsibility to Professor A.K. Bhandari, who created CET online first time on the Campus and Professor Sanjeev Sharma to explore the possibility for creating at least four different Centres in the country and to make acquaint all the Chairpersons/Heads of Branches, Panjab University under intimation to the office of the Dean of University Instruction/Vice Chancellor. The Vice Chancellor also desired to know the status of the available funds out of sanctioned money for holding the said examinations.

Item No. 4: Appeal to Heads of Teaching Departments/Branches to submit Annual Report (w.e.f. 1st July 2017 to 30th June 2018)

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Item No. 5: Appeal to all faculty members/ officers to update their C.V. on website by 30th June, 2018.

The Vice Chancellor appealed to all the Faculty members through the Chairpersons to send Annual Reports of their Departments/Centres/Institutes before the academic session commences so that the Annual Report can be published in time. Every year it gets delay. Efforts should be made to release it by the end of October at any cost. Further, the Vice Chancellor appealed to all the faculty members through the Chairpersons to update their CVs on P.U. Website because updating of CVs of Faculty Members is now an MHRD requirement and would avoid inconvenience of the IQAC.

Professor Karamjeet Singh referred that various Universities have a specific format of CVs for faculty members. Likewise, PU should introduce a specific format of CV for to be uploaded on PU Website. The Vice Chancellor apprised that a specific format has already been already circulated by Professor Ramanjit Kaur Johal, Director, RPC, earlier. The same should be circulated again to all the faculty members by Director RPC. The Vice Chancellor desired that Professor Karamjeet Singh should take responsibility to ensure that what Delhi University has been doing in this regard. Professor Karamjeet Singh also expressed his concern over the comprehensive information given by the faculty to be included in the Annual Report. Vice Chancellor stated that faculty is not conscious about

their strengths. If the information is properly supplied University's ranking would move up by default.

Further, the Vice Chancellor invited the attention of the Chairpersons that University's Research Journals were not doing well. The Journals were not being published regularly and suffering because of not having Advisory Board. He appealed to all the re-employed Professors that they should particularly take responsibility to help research journal agenda of the University. He also appealed to all the Emeritus Professors of the University to ensure the well being of Research Journals of the University. They should be published regularly and released in due time.

The Vice Chancellor desired that a mock NAAC review be done by the Chairpersons during the current academic session along with commemoration of Centenary Symposium on the occasion of 100 years of the PU Campus to make our research agenda more efficient, accountable and visible.

Professor Ramanjit Kaur Johal, Director, RPC apprised that the office of the Research Promotion Cell had a couple of meetings recently and they were in the process of finalizing Anti Plagiarism Policy for the Journals. She also informed that efforts were being made to get journals online. Efforts were also being made to combine Arts and Social Science journals to enhance their quality and to publish it quarterly. She requested the Chairpersons to send the latest e-mails of their Research Scholars to the office of RPC enabling their office to reach to the Research Scholars.

The Vice Chancellor desired that to bring up the Research Journals in time, the Editor of a Research Journal be assigned with the half of the teaching load and provided with an assistant in the form of a Research Scholar or someone else to help @ Rs.100/- per hour for the benefit of community such as enabling them to get the journals published in time.

Further, replying the query raised by a member about the induction of a guest faculty in place of regular faculty, the Vice Chancellor stated that it should be taken care of that quality of education has to be sustained and suggested to take these decisions at their own level in a manner that nobody files complaint to the MHRD. Professor Devinder Mehta was requested to convene a meeting of Deans of Faculties of Pharmaceutical Sciences, Medical Sciences and Science to review the assignments of teaching load to the Research Scholars with their strength to induct them as a guest faculty in the ensuing academic session.

Item No. 6: Directions regarding the functioning of Chairpersons/ Directors/ Coordinators of Departments/ PU Regional Centres during vacations.

The Vice Chancellor desired that all the Departments and Regional Centres be manned during the vacation period by the Chairperson. Large Departments does not have this problem but smaller Departments have this difficulty due to number of staff members is small. If need be neighbouring departments may be clubbed together so that departments are seen to be open during vacation.

Professor Karamjeet Singh apprised that there was a provision in P.U. Calendar that if some teacher attends the Department in lieu thereof some Earned Leave may be given to him/her. The Vice Chancellor acceded to the same as per PU Rules. He suggested Professor Karamjeet Singh to bring a proposal in this regard.

Further, the Vice Chancellor informed the Chairpersons that PU is vigorously pursuing with MHRD, the issue of accumulation of Earned Leave for the teachers from 180 days to 300 days and full benefits on completion of 25 years of service instead of 33 years. Professor J.K. Goswamy, Secretary, PUTA, invited the attention of the Vice Chancellor towards a letter received from Punjab Government addressed to all the Registrars of Universities of Punjab for implementation of Pension up to July 7, 2012. A copy of the same was also sent to the Vice Chancellor with the request for implementation, but no action has been taken so far. The Finance and Development Officer apprised that it would require amendment in the Regulations. The Vice Chancellor suggested the Secretary, PUTA to propose the same in the next Syndicate meeting.

CURRENT ITEMS:

- I. Professor Cecilia Antony, Chairperson, Department of French and Francophone Studies stated that in Delhi University, there was no compulsory attendance of 75 per cent for part time courses, viz., Certificate, Diploma and Advanced Diploma courses being run in foreign languages and the said courses were being controlled through general assessment and viva conducted at the end of the session. She requested to implement the same system in the Departments of foreign languages of Panjab University. The Vice Chancellor desired her to make a joint proposal on the lines of Delhi University (with relevant documents) in this regard and get it passed in the Academic/Administrative Committee and put up in the next All Chairpersons meeting.

II. CA Vikram Nayyar, Finance and Development Officer invited attention of the Chairpersons to Rule 17.3 of P.U. Accounts Manual, which prescribes the nature of accounts to be operated by the concerned department/institute/centre and other guidelines to be observed regarding the manner of accounting and auditing thereof. It has been observed that the provisions prescribed in the aforesaid rule were not being followed by many departments in its true sense. The following types of non-compliances have been noticed in the past:

1. The departments are not submitting the closure report of the bank accounts which were allowed to be opened by the Registrar for some temporary purpose, such as conduct of seminar/workshop/ conference, import of equipments out of sponsored research projects/schemes, etc.
2. The yearend audited financial statement of students/departmental society funds, being maintained at the department level, are not being submitted to the office of the Registrar as required under Rule 17.3 (iv) (e).
3. The unspent balance/surplus with respect to conduct of seminar/conference/workshop etc. are not being deposited in the University account.

In the above context, he requested the Chairpersons through a Circular followed by Two Reminders (copy enclosed) to submit the following information:

- (i) A list of all active bank accounts (other than the bank account(s) used for the operation of Department imprest and the students/society fund) which were allowed to be opened by the Registrar for some temporary purpose (such as conduct of seminar/workshop/ conference, import of equipments or operation of imprest out of sponsored research projects/schemes, etc.) be supplied in the following format by 10th April, 2018, duly certified by the Head of the concerned Department/Centre/Institution, irrespective of the fact that such accounts are being operated by faculty members of the concerned department in the capacity of Principal Investigator (PI) or Coordinator of sponsored projects/scheme or the Seminar/Conference, as the case may be.

Sr. No.	Bank A/c No.	Authorized signatories	Closing balance as on 31.03.18	Purpose for which it was opened	Date on which the purpose (for which it was opened) is expected to be concluded	Date on which the closure report of the Account shall be submitted to this office

- (ii) The audited financial statement for the Financial Year 2017-18 of students/society funds, being maintained at departmental level, may be submitted on or before 31.05.2018.
- (iii) The unspent balance/surplus with respect to conduct of any seminar/conference etc., be deposited in the **University Account No. 10444978333 Code M0310** with due intimation to his office by 10th April, 2018.

The Finance and Development Officer further informed that only three-four Departments responded in this regard, but the reply sent by them was not actually in the way it had been desired. He emphasized the Chairpersons to look into the matter and give this vital information categorically point-wise at an early date. In case of no information, please specify Nil.

III. Replying to the query of Professor Cecilia Antony regarding Auditing of Accounts of French Literary Society, which was functioning since 1994, the Finance and Development Officer stated that in case of Departments/Centres/Institutes maintaining Student Societies'/Departmental Associations' funds, it has to be kept in mind that any surplus amount more than Rs.2.50 lacs in a year may subject to the provisions of Income Tax Act. It has been specifically mentioned in the Accounts Manual that wherever required such Societies/Associations should have their separate TAN number as the accounts of such Societies/Associations are separate from University accounts.

IV. The Vice Chancellor asked Professor Sukhwinder Singh, Director, Computer Centre to get Rs. 11 lacs recorded with FDO to be needed for procurement of hardware for the PU Server/Website. The Finance and Development Officer replied that the said requirement had been under consideration of the budget estimates committee. Director, Computer Centre is to prioritize the requirements because he had submitted various requirements.

V. Professor Deepak Kapur, Chairperson, University Business School apprised that the Vice Chancellor had allowed installation of CCTV Cameras in UBS, as they were operating six days a week from 8.00 a.m. to 9.15 p.m. The estimates sent to the FDO were not approved and were rejected. The FDO submitted that all requirements of the Departments are processed through the Budget Estimates Committee and no individual member can take any decision. He further stated that the final proceedings

of that Committee have not yet come out. Certain discussions have taken place and he was not aware as to from what source Professor Deepak Kapur had got such information.

VI. Professor Deepak Kapur, Chairperson, University Business School apprised that for the last one year Canteen of UBS was in-operational and they sent a proposal for “Café Coffee Day” and the same was not finalized yet. In this regard, Col. G.S. Chadha (Retd.), Registrar informed that it was in consonance that whatever was going to be constructed in the University requires approvals from the U.T. and that compliances have to be there. However, all drawings were lying with University Architect for approval from the Building Committee and then the same would be allowed.

The meeting ended with a vote of thanks to the Chair.

Sd/-
Dean of University Instruction

Sd/-
Vice Chancellor